



MONTANA
SCHOOL *for the*
Deaf & Blind

giving kids the building blocks to independence

3911 CENTRAL AVENUE
Great Falls, Montana 59405
406.771.6000 V/TTY
406.771.6164 FAX
www.msdb.mt.gov

DEPARTMENT: Montana School for the Deaf and the Blind
DIVISION: Residential
JOB TITLE: Cottage Life Attendant – Nightwatch
STARTING SALARY: \$9.664
BENEFITS: Full Insurance Package
START DATE: August 16, 2010
LOCATION OF JOB: Montana School for the Deaf and the Blind
SUPPLEMENT REQUIRED: No
STATUS: Permanent, Full Time
PAY BAND: 3
POSITION NUMBER: 51303133
BARGAINING UNIT: UFCW #8
CLOSING DATE: July 16, 2010 or until filled

TYPICAL DUTIES: Provides night supervision of the students in a residential setting. Makes regular evening checks in all areas for security of all students. Follows reporting procedures for all problems noted during the shift. Works under the direct supervision of the Dean of Students and the Supervising Counselor. Follows protocols for referring ill students to the health services. In the event of an emergency follows procedures for evacuation of students. Provides assistance to cottage departments for morning supervision of students prior to school. Carries out other duties as assigned.

SKILLS: Must be able to work cooperatively with other employees. Proficiency in American Sign Language or manual communication is desirable, but not required at entry level; this skill needs to be acquired by the end of the probationary period.

QUALIFICATIONS, EDUCATION AND EXPERIENCE: A high school diploma or general equivalency diploma is required. Proficiency in American Sign Language or manual communication is desired, but not required at entry level; this skill needs to be acquired by the end of the probationary period. Training or experience in a child care, residential, group home, or institutional facility is desired. Red Cross, CPR, and other related training is highly desirable. During the probationary period, Cottage Life Attendant I – Nightwatch must successfully complete the advanced training course for Residential Child Care Workers to advance to CLA II. This program has been developed by the National Resource Center for Youth Services at the University of Oklahoma and is conducted by the staff at the Montana School for the Deaf and the Blind. Other combinations of education and experience which could provide required knowledge, skills and abilities will be evaluated on an individual basis.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with hands and arms, stoop, kneel, or run. The employee is regularly required to use sign language to communicate with students and staff and occasionally required to utilize word processing equipment both of which result in the repetitive motion of hands and arms. The employee must occasionally lift and/or move up to 50 pounds. The work environment consists of an 18 acre campus with 4 buildings housing the education program and 3 buildings housing the residential program. This position requires frequent and independent travel between all buildings.

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACCOMMODATIONS: The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

EMPLOYMENT PREFERENCE - The Veterans Public Employment Preference Act and the Persons with Disabilities Public Employment Preference Act provide preference in public employment for certain military veterans and people with disabilities or their eligible relatives. An applicant claiming employment preference must complete an Employment Preference Form, PD-25A, available through your local Montana Job Service Workforce Center or the State of Montana Employment Information Website at: <http://mt.gov!stateiobs/stateiobs.asp> . You must also provide the appropriate documentation of eligibility with the application. The required documentation may include a DD~214; a document issued by the Office of the Adjutant General of the Montana National Guard certifying service; or a PHHS Certifications of Disability form. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services for details on obtaining persons with disabilities preference certification. For more information, contact your local Job Service Workforce Center.

ADDITIONAL REQUIREMENTS: MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

MONTANA COMPLIANCE WITH MILITARY SELECTIVE SERVICE ACT — In accordance with the Montana Compliance with Military Selective Service Act, men selected for state government employment must produce documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a man was not required to register, or information showing by a preponderance of evidence that a mans failure to register with Selective Service was not done knowingly or willfully.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, application supplement, interview, and reference checks. Late, incomplete or unsigned **applications will be rejected.**

Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, revised 04/09). Portions of the application may be photocopied if legible.
2. References from previous three employers.
3. Applicants claiming the Handicapped Person's Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
4. Signed and dated Applicant Release of Information form.

INQUIRIES AND REQUEST FOR APPLICATION: Any Montana Job Service, locally 1018 7th Street South, Great Falls, Montana, 406-791-5800 or the Montana School for the Deaf and the Blind, 3911 Central Avenue, Great Falls, Montana, 406-771-6000.

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Affirmative Action Officer, Montana School for the Deaf and Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000